

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

10-093

OPEN PERIOD:

4/13/2010 – 4/27/2010

JOB TITLE:

Contract Specialist

PAY GRADE AND SERIES:

GS-1102-09/11/12

PAY RANGE:

\$47,448 - \$89,450

POSITION LOCATION:

San Luis Obispo, CA.

UNIT:

USPFO

PDCN #: 70526000

Security Clearance Required:

National Agency Check

APPOINTMENT TYPE: PERMANENT - DUAL STATUS

AREA OF CONSIDERATION: CURRENT PERMANENT USPFO
TECHNICIANS ONLY

Military grade of O-1 through O-3 or Officer Candidate/Eligible.

Compatible Military Grade Assignment: MOS 01A.

Key Requirements:
THIS IS AN PERMANENT POSITION

This position is located in the Purchasing and Contracting Division of the United States Property and Fiscal Office (USPFO). Responsible for a full range of contracting functions including pre-award and post award activities for a variety of complex supply, service, construction, architect-engineering (A-E), automated data processing equipment (ADPE), software contracts, multi-year, and multi-award best value Task Order Contracts (MATCO). Provides contracting services for all Army and Air National Guard (NG) activities and locations throughout the State. Contracting is accomplished through negotiation, sealed bidding, or simplified acquisition procedures for commercial items and complex non-commercial items. Performance periods of more than one year frequently apply to these acquisitions.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Must have a bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees. **AND** must have at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

THESE REQUIREMENTS APPLY ONLY TO INDIVIDUALS ENTERING DOD ON OR AFTER 1 OCT 00; CURRENT PERSONNEL IN DOD WHO OCCUPIED GS-1102 POSITIONS ON OR BEFORE 30 SEP 00 ARE EXEMPT.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

Contract Specialist GS-1102-09 (Trainee): Requires 1 year of specialized experience equivalent to at least GS-07 or 2 full years of progressively higher level graduate education or master's equivalent graduate degree or LL.B. or J.D.

Contract Specialist GS-1102-11 (Trainee): Requires 1 year of specialized experience equivalent to at least GS-09 or 3 full academic years of progressively higher level graduate or Ph.D. or equivalent doctoral degree.

Contract Specialist GS-1102-12: Requires 1 year of specialized experience equivalent to at least GS-11.

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TRAINEE POSITION: Applicants not meeting full qualifications for the GS-12 position indicated above may be considered for GS-09/11 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-12 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of a variety of moderately complex contracts and the use of applicable clauses and provisions.
2. Knowledge of different types of contracting methods, contracting types, and contracting principles and procedures applicable to the full range of pre-award or post award or price/cost analysis.
3. Knowledge of contracting regulations, procedures, and policies.
4. Knowledge of price analysis, techniques, and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list, or previous prices.
5. Knowledge of price and cost analysis sufficient to evaluate cost and/or cost proposals when historical data and precedence are available and applicable for standard, commercial or specialized items.
6. Knowledge of business and industry practices and market conditions including commercial market sources and other competitive sources to obtain adequate competitive prices.
7. Skill in interpreting and explaining a variety of procurement procedures and technical requirements, coordinating plans and programs with a variety of related activities.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA Army National Guard and wear appropriate military uniform and comply with required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Submit any required documents (see Required Documents below).
3. Submit application package and title file "Resume" or "Application" with your first and last name to the California National Guard – HRO Office via email at: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please ensure that the Vacancy Announcement number and position title is indicated in the "subject" line of email.
5. When emailing documents, please submit them in one PDF file or Word file.

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (**mandatory**)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER